
CHAPTER 29
NOTICE OF COMPLETION
OF TRANSCRIPT IN APPEALS
Appellate Rule 10(D)

CONTACT:
Heather Smith
Marie Schelonka
clerk@courts.state.in.us
Statehouse, Room 217
Indianapolis, IN 46204
Main: 317-232-1931

The Notice of Completion of Transcript must be filed with the **office of the Clerk of the Supreme Court, Court of Appeals and Tax Court Clerk** *within five (5) days* after the court reporter files the Transcript with the trial court clerk. It should substantially follow [Form App. R. 10-2](#), and can also be found in the Sample Forms at the back of the Indiana Rules of Appellate Procedure and on the web.

When completing and filing a Notice of Completion of Transcript, remember :

- The rules require **one** copy only of the Notice of Completion of Transcript;
- DO NOT send the Notice of Filing of Transcript to the office of the Clerk of the Supreme Court, Court of Appeals and Tax Court Clerk;
- DO NOT attach a certified copy of the Chronological Case Summary; and
- The **issue date** of the Notice of Completion of Clerk's Record should be the date that it is sent to the office of the Clerk of the Supreme Court, Court of Appeals and Tax Court Clerk **and served on the parties**. If for some reason the two dates are not the same, then the issue date should be the date on which the parties are served. The date that the Notice is served on the parties, as well as the specific method of service, must be specified in the certificate of service attached to the Notice

Accuracy in completing and timeliness in mailing the Notice of Completion of Transcript is **essential**. If there is a transcript in the case, the deadline for the Appellant's Brief will be set according to the **issue date** of the Notice. Ind. Appellate Rule 45(B). Mistakes or inaccuracies regarding the Notice can have significant effects on the parties and the court on appeal.

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